

**FAIRFAX COUNTY FIRE AND RESCUE
FREEDOM OF INFORMATION ACT REQUEST FORM**



Signatures and a minimum fee listed below are requested.

Fees are non-refundable and may vary from those listed below depending on research time and materials required. Please allow 5 work days for the response. ***Medical requests must include a release form or letter signed by the patient or legal guardian.**

REQUESTOR INFORMATION: Name: _____ Day Phone _____

Company: _____ Street Address _____

City _____ State _____ ZIP: _____ **Request to be:** _____ Mailed _____ Pick-up Date _____

Other Instructions: _____

Fax: _____

INCIDENT REPORTS: *Medical _____ Car Fire _____ Building Fire _____ Incident Date: _____ Time: _____ AM /PM _____

Vehicle Make/Model _____ Year _____ Parties Involved: _____

time; incident address; cross-streets

REPORT REQUIRED DETAILS

Signature: _____ Date: _____

By submitting this request, I understand that additional fees over those listed below may be incurred depending on time and materials and that payment is due within 30 days of invoice or verbal notification. I will be advised for approval first of additional fees. I will be contacted regarding any delays in fulfilling the response within 5 working days.

Money Orders or checks are accepted. Make checks payable to: COUNTY OF FAIRFAX. Mail Request to:
Fairfax County Fire and Rescue
ATTN: (see below)
4100 Chain Bridge Rd, Fairfax, Virginia 22030

Fire Incidents: ATTN: Information Technology, 5TH floor. 703-246-3992 (\$5.00 minimum)

Injury/Medical: ATTN: EMS Division, 5th floor. *To obtain medical information, a letter or authorization release form must be signed by the patient or legal guardian and mailed with the fee.* 703-246-3992 (\$5.00 minimum)

Subpoena Duces Tecum: If *injury* address to: **ATTN: EMS Division, 5th floor.** If *fire* related address to: **ATTN: Information Technology, 5th floor.** 703-246-3992.

Fire Investigator: ATTN: Investigations, 4th floor. 703-246-4741. Call for fees to include pictures, if available.

Data Information and Statistics: ATTN: Information Technology, 5th floor. 703 246-3992 (\$10.00 minimum)

Other Requests: OFFICE OF THE FIRE CHIEF: 7th floor. 703-246-2546